Privacy Policy

Association of African Public Services Commissions (AAPSCOMS)

Effective date: 17 November 2026 | Website: aapscoms.org

This policy explains how AAPSCOMS collects, uses, shares and protects personal information when you visit our website, register for our events, join our mailing list or contact us. We handle personal information carefully and in line with applicable data protection laws, including the Data Protection Act, 2019 of Kenya, where our offices are based.

1. Who we are

The Association of African Public Services Commissions (AAPSCOMS) is a continental body that brings together public service commissions from across Africa to share knowledge, strengthen governance and improve public service delivery. Our website address is **https://aapscoms.org/**. AAPSCOMS is the controller of the personal information collected through this website.

Contact: P.O. Box 30095-00100, Commission House, Harambee Avenue, Nairobi, Kenya | **Email:** info@aapscoms.org

2. Information we collect

We collect only what we need to run the website and serve our members, delegates and partners.

Situation	What we collect	Why
Browsing the website	Technical data such as IP address, browser type and version, device, pages visited and time of visit.	To keep the site secure, working properly and to understand how it is used.
Membership and delegate registration	Name, title, institution or commission, country, email address, phone number and any details needed to attend an event (for example travel or accessibility requirements).	To process membership, register delegates and organise conferences and general assemblies.
Newsletter sign-up	Email address (and name, if you give it).	To send you news, announcements and event updates.
Contacting us	Your name, email address and the contents of your message.	To reply to your enquiry.
Comments, where enabled	The details in the comment form, plus your IP address and browser user agent string.	To publish your comment and to detect spam.
User accounts, where enabled	Username, email address and profile details you provide.	To let authorised users log in and manage content.

We do not ask for sensitive personal information through this website and we do not knowingly collect information from children.

3. How we use your information

- To run and improve the AAPSCOMS website and keep it secure.
- To manage membership, delegate registration and participation in conferences, general assemblies and other events.
- To send newsletters, event notices and updates. You can unsubscribe at any time using the link in any message or by emailing us.

- To respond to enquiries and requests.
- To publish event reports and photographs where attendees have been informed or have consented.
- To meet our legal, governance and administrative obligations.

4. Comments

Where comments are enabled and you leave one, we collect the data shown in the comment form, together with your IP address and browser user agent string to help detect spam.

An anonymised string created from your email address (a hash) may be provided to the Gravatar service to check whether you use it. The Gravatar privacy policy is available at https://automattic.com/privacy/. Once your comment is approved, your profile picture is visible to the public alongside your comment.

5. Media and downloads

If you upload images to the website, please do not include embedded location data (EXIF GPS). Visitors can download images from the website and extract any location data they contain. Documents on our site, such as our Constitution and governance papers, are public and are provided for download by anyone.

6. Cookies

Cookies are small files stored on your device. We use only the cookies needed to make the site work, plus those that make it more convenient for you.

Cookie	Purpose	How long it lasts
Comment cookies	If you comment, you may choose to save your name, email address and website so you do not have to re-enter them.	1 year
Cookie test	Set when you visit the login page to check whether your browser accepts cookies. Contains no personal data.	Until you close your browser
Login cookies	Save your login information after you sign in.	2 days (2 weeks if you choose "Remember Me"); removed when you log out
Screen options	Save your screen display choices.	1 year
Edit cookie	Set when an authorised user edits or publishes an article. Holds only the post ID, no personal data.	1 day

Most browsers let you block or delete cookies. Blocking them may stop parts of the site, such as logging in, from working.

7. Embedded content and third-party services

Pages on our site may include content from other websites, such as videos, maps, social media posts or documents. Embedded content behaves as though you had visited the other website. Those sites may collect data about you, use cookies, add their own tracking and monitor how you interact with the content, including when you hold an account and are logged in there. We do not control these sites and encourage you to read their privacy policies.

Our website may also offer a language selector (English, French, Portuguese and Arabic), newsletter and event registration tools, and automated spam detection. These services process your information only as needed to provide that function.

8. Who we share your information with

We do not sell your personal information. We share it only where necessary:

- With **AAPSCOMS officers, the Secretariat and host commissions** who organise our general assemblies, conferences and member activities.
- With **service providers** that host our website, send our emails, or detect spam, under obligations to protect your information.
- With **authorities** where the law requires us to, or to protect our rights and security.
- If you request a password reset, your IP address is included in the reset email.

Because AAPSCOMS serves members across Africa and uses online services, your information may be processed outside your country. Where this happens we take reasonable steps to make sure it remains protected.

9. How long we keep your information

- **Comments** and their metadata are kept indefinitely so that follow-up comments from the same person can be recognised and approved automatically.
- **Membership and event records** are kept for as long as needed to manage the relationship and for our governance, audit and archival purposes.
- **Newsletter subscriptions** are kept until you unsubscribe.
- **Registered users** can see, edit or delete their personal information at any time (except their username). Website administrators can also see and edit that information.
- **Enquiries** are kept only as long as needed to respond and keep a reasonable record.

10. Your rights

Subject to applicable law, you have the right to:

- know what personal information we hold about you and receive a copy, including an exported file of data you have given us if you have an account or have left comments;
- ask us to correct inaccurate or incomplete information;
- ask us to erase your information, other than data we must keep for administrative, legal or security reasons;
- object to or restrict how we use your information, and withdraw consent you have given (for example, by unsubscribing from our newsletter).

To exercise any of these rights, email **info@aapscoms.org**. We may need to confirm your identity first. If you are not satisfied with our response, you may complain to your national data protection authority. In Kenya, this is the Office of the Data Protection Commissioner.

11. How we protect your information

We use reasonable technical and organisational measures to protect personal information from loss, misuse and unauthorised access, including restricting access to those who need it. No online service can be guaranteed completely secure, so please take care when sharing information online.

12. Changes to this policy

We may update this policy from time to time. The latest version will always be on this page, with the effective date shown at the top.

13. Contact us

Questions about this policy or how we handle your information?

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